INSTITUTIONAL TERM VETTING

AN INSTITUTIONAL TERM VETTING GROUP IS A COLLECTION OF SUBJECT MATTER EXPERTS WHO VET AND APPROVE TERM DEFINITIONS. THE METADATA MANAGER SUPPORTS AND GUIDES THE GROUP THROUGH THE PROCESS.

Subject Matter Experts (SMEs) collaborate, review and agree on the meaning of institutional term definition(s). Individuals with special interest in the term definition(s) are Data Stakeholders. SMEs vet a proposed term definition. Once SMEs have agreed on a term definition, it is sent to the Data Custodian for approval. The approved institutional term definition is published to Knowledge Navigator, the UW’s guide to data and information.

BENEFITS

Our ultimate goal is to have the UW speak the same language and have the same understanding of a term to inform data decisions.

By participating in the term vetting process, we offer:

• **RESEARCH** existing definitions to provide a draft
• **PRIORITIZATION** reducing SME burden
• **CLARITY** how UW refers to institutional terms
• **COLLABORATION** between SMEs
• **GUIDANCE** provided by the Metadata Manager
• **MOMENTUM** moving the process forward

THE SOLUTION IS THE PROCESS

1. **DRAFT** term definition for SMEs to review
2. **VET** term definition with SMEs
3. **APPROVE** the term definition from Data Custodian
4. **PUBLISH** approved term definition to Knowledge Navigator

KNOWLEDGE NAVIGATOR

Knowledge Navigator enables users to search and explore institutional term definitions. It displays the relationship from the term definition to its related data when possible.
Navigate to: metadata.uw.edu
Log in using your UW NetID.

Knowledge Navigator terms are the source of truth for term definitions and display in the UW Profiles definitions tab.

Knowledge Navigator is a tool for communicating our complex data ecosystem.